



**CITY OF MILWAUKIE**  
*Office of the City Recorder*

City Hall Council Chambers  
10722 SE Main Street  
[www.milwaukieoregon.gov](http://www.milwaukieoregon.gov)

**CITY RECORDS  
RETENTION SCHEDULE**

**TRAINING  
NOVEMBER 20, 2014**

Presenter: **Mary Beth Herkert**, Oregon State Archivist, CRM/CA

Convener: **Pat DuVal**, Milwaukie City Recorder, CRM/CMC

**Course Overview**

Following the year-long review of Oregon Administrative Rule (OAR) 166, Division 200, which governs the retention of records produced and maintained by cities in the State of Oregon, the revised OAR was formally adopted in the summer of 2014. The new OAR is now in effect and is noticeably lighter in text, has a streamlined outline, and features a few new minimum retention periods.

The Secretary of State's Archives Division is offering training on what the new OAR means for local government entities and will offer insights and suggestions for acclimating local government staff to the newly revised retention schedule.

**Session Information**

This training is designed for all employees of Oregon cities and may be viewed through these formats:

1. **In-Person at Milwaukie City Hall**, 9:30-11:00 a.m. in the Council Chambers; additional seating will be made available in the City Hall Conference Room. Directions to City Hall are below.
2. **Live Video Feed Online** at [www.milwaukieoregon.gov/meetings](http://www.milwaukieoregon.gov/meetings), 9:30-11:00 a.m. When the meeting begins a link will appear under "Current Meetings" at the top of the meetings page in the "Live Video" column; you may need to refresh the page if the link does not appear at the scheduled start time. Click on the video link and a new browser window will open and the video will automatically begin to play.
3. **Archived at** <http://www.milwaukieoregon.gov/cityrecorder/education-and-training>, following the training session the video will be archived and made available to the public on the City Recorders' Education and Training webpage; from the City's homepage select 'City Recorder' under the green 'Departments' heading and click on the brown 'Education and Training' link.

**Submit a Question During the Live Feed**

Audience members may submit questions to the State Archivist in-person or by email to [ocr@milwaukieoregon.gov](mailto:ocr@milwaukieoregon.gov) during the training session.

**Directions to Milwaukie City Hall**

City Hall is located at [10722 SE Main Street, Milwaukie, OR 97222](#) and is conveniently located one block off of SE McLoughlin Blvd/OR-99E.

- From Portland on SE McLoughlin Blvd/OR-99E turn LEFT onto SE Harrison Street, proceed one block and turn RIGHT onto SE Main Street, City Hall will be on your left.
- From Oregon City on SE McLoughlin Blvd/OR-99E turn RIGHT onto SE Jackson Street, proceed one block and turn LEFT onto SE Main Street, City Hall will be on your right.
- From Clackamas, head west on OR-224, and turn LEFT onto SE Harrison Street, proceed 0.5 miles and turn LEFT onto SE Main Street, City Hall will be on your left.

**Parking**

2-hour street parking is available on SE Main Street or in the parking lot across from City Hall.